

Remove an Employee from a Report Job Aid

Purpose:

This job aid will identify the steps to remove an employee from a monthly payroll report in Core-CT. Use this Job Aid to remove a terminated employee from a copy forwarded report.

Steps

Screenshots

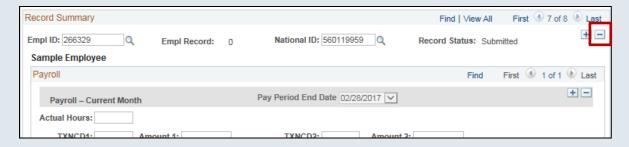
- 1. Navigate to the ER Home Page: Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page
- 2. On the ER Home page, select the appropriate Earned Period hyperlink in the Outstanding Employer Payroll Report section.



 To delete an employee from the report, click the Pay Details button on any employee on the Employer Report Detail page.



4. Click the Record Summary level minus ("-") button of the person who should be removed.



- 5. Click **OK** to confirm that the employee's information should be removed from the payroll report.
- Click Save.

